

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Licensing Assistant		ANNOUNCEMENT NUMBER 0048056	DATES:	OPENING 07/31/00	CLOSING (Close of business) 08/21/00	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)
SERIES 0303	GRADE GG-8/9/10	KNOWN PROMOTION POTENTIAL TO GG-10	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION NMSS, Division of Waste Management Decommissioning Branch or Environmental & Performance Assessment Branch			NATIONWIDE		<input checked="" type="checkbox"/>	BARGAINING UNIT
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/>	FULL-TIME
			REGION COMMUTING AREA		<input checked="" type="checkbox"/>	PERMANENT APPOINTMENT
			<input checked="" type="checkbox"/> OTHER NRC Wide			INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING
DUTY LOCATION Rockville, MD			TRAVEL REQUIREMENTS Minimal		NAME OF IMMEDIATE SUPERVISOR Larry Camper or Charlotte Abrams	

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS (ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): **OF-612, Rating Factors**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Provides administrative support to the licensing or decommissioning actions in the Division of Waste Management. Reviews license applications and amendments to establish that the required non-technical safety and environmental data submitted by applicants are present, complete, accurate, and in conformance with applicable NRC regulations. Reviews revisions to the Commission's rules, regulations, and procedures to determine procedural effects on the review process and devises methods of implementing new administrative requirements.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

Specialized experience is experience that has equipped the candidate with the necessary knowledge, skill, and ability to handle the administrative aspects associated with licensing or decommissioning actions.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW:

1. Knowledge of the rules, regulations, policies, of a technical program and the ability to administratively process associated documents.

(EXAMPLE: Describe specific training, education, and experience that demonstrates your ability to review, edit, and process all documents

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FOR ADDITIONAL INFORMATION CONTACT

Tammy Simmons

EMail: TMS1

Mail Stop: T-2 D32

TELEPHONE

AREA CODE

NUMBER

301

415-7016

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Division & Operations Office of Human Resources	Region I Personnel Officer	Region II Personnel Officer	Region III Personnel Officer	Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allegheny Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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RATING FACTORS - CONTINUED

associated with a technical program in accordance with applicable regulations, policies, and procedures. Describe the types of documents you have reviewed and processed and your familiarity with technical and/or legal terminology.)

2. Ability to plan, coordinate, and handle the administrative aspects of a project.

(EXAMPLE: Describe specific training, education, and experience that demonstrates your ability to provide administrative support to program management staff. Describe the kind of work assignments you have had that demonstrate your ability to plan, coordinate, and process material into clear, concise, and meaningful documents. Provide examples of recordkeeping systems that you have developed.)

3. Ability to identify issues and problems and offer alternatives and solutions.

(EXAMPLE: Describe specific training, education, and experience that demonstrates to identify issues requiring attention and recommend possible solutions. Discuss projects you have worked on where you found a discrepancy or problem and offered solution. What factors did you consider in resolving problems? What was the most difficult problem you resolved?)

4. Ability to communicate effectively both orally and in writing.

(EXAMPLE: Describe specific training, education, and development that demonstrates your ability to present and explain information, ideas, and recommendations in a clear, concise, and logical manner both orally and in writing. Describe the types of material you've written and their purpose. With whom do you verbally communicate and for what purpose)

5. Ability to interact effectively with all levels of staff and management, persons of other Federal agencies, and the general public.

(EXAMPLE: Describe specific training, education, and experience that demonstrates your ability to deal effectively with a variety of persons using tact and diplomacy. Describe the kind of work assignments you have had that required you to coordinate and resolve issues with persons outside of your immediate work area. Discuss your ability to establish and foster effective working relationships with persons inside and outside your immediate organization.)

NOTE: Breadth, recency and length of experience in the field, training, awards, and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each

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RATING FACTORS - CONTINUED

of the above factors to determine the level of knowledge, skill, or ability of candidates.

REASONABLE ACCOMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.